



TOWN OF WESTFORD  
**TOWN MANAGER**

TOWN HALL  
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**TOWN OF WESTFORD  
POLICY FOR DISPOSITION OF SURPLUS GOODS AND EQUIPMENT**

1. If the surplus goods or equipment has no resale or salvage value, the department shall dispose of such property at the least cost to the town.
2. If the surplus property is determined to have resale or salvage value less than \$5,000, and it is determined that no other department has an interest in the property, the property may be disposed of pursuant to the procedure set forth below in subsection A or B.
  - A. Solicit bids from at least 2 companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
  - B. Advertise the surplus property for sale on the town website and or on any internet site that offers such property for sale at least 14 calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a sealed bid shall be submitted to the town, and shall prescribe a format in which a sealed bid shall be submitted (written and delivered to a prescribed address).
3. If the surplus property is determined to have resale or salvage value greater than \$5,000, it must first be declared as surplus by the Town Manager, and then may be disposed of in conformance with procedures of Massachusetts General Laws Chapter 30B.

Approved by the Board of Selectmen: December 14, 2010